(IMPORTANT - Read instructions on reverse before completing this form)

OMB NO. 3090-0049

AGENCY INFORMATION SECURITY PROGRAM DATA

1. PERIOD COVERED

A. FROM	B. TO
10-01-94	9-30-95

INTERAGENCY REPORT CONTROL NUMBER

0230-GSA-AN

2. DEPARTMENT, INDEPENDENT AGENCY OR ESTABLISHMENT

U. S. Internal Development Cooperation Agency (IDCA)
U. S. Agency for International Development (USAID)

3. CONTACT FOR ADDITIONAL INFORMATION *(Name, office and telephone no.)*

Tina J. Williams, Office of the Inspector - Security
703-875-4050
Renee Poehls, System Review 202-736-4748
Willette Smith, Mandatory Review 703-516-1847

4. SENIOR OFFICIAL *(Section 6.3, E.O. 12356)*

Inspector General, Jeffrey Rush, Jr.

5. NUMBER OF ORIGINAL CLASSIFICATION AUTHORITIES

A. TOP SECRET	B. SECRET	C. CONFIDENTIAL	D. TOTAL
0	IDCA - 2 USAID - 20	IDCA - 0 USAID - 0	IDCA - 2 USAID - 20 = 22

6. ADDITIONAL DECLASSIFICATION AUTHORITIES

A. TOP SECRET	B. SECRET	C. CONFIDENTIAL	D. TOTAL
0	0	0	0

7. CLASSIFICATION DECISIONS	ORIGINAL		DERIVATIVE = 1613
	DATE OR EVENT = 0 (a)	ORIGINATING AGENCY'S DETERMINATION REQUIRED (O.A.D.R.) = 0 (b)	(c)
A. TOP SECRET	0	0	0
B. SECRET	0	0	346
C. CONFIDENTIAL	0	0	1267

8. MANDATORY REVIEW REQUESTS AND APPEALS — CASES FOR WHICH AGENCY IS RESPONSIBLE FOR FINAL DECISION

8. MANDATORY REVIEW REQUESTS AND APPEALS	CASES CARRIED OVER FROM PREVIOUS PERIOD (a)	NEW CASES RECEIVED (b)	DECLASSIFICATION DECISIONS (Report in cases, documents, and pages)									CASES CARRIED OVER TO NEXT PERIOD (f)
			GRANTED IN FULL (c)			GRANTED IN PART (d)			DENIED (e)			
			CASES	DOCS.	PAGES	CASES	DOCS.	PAGES	CASES	DOCS.	PAGES	
A. REQUESTS	6	42 = 48	47	174	1346	1	2	3	-	-	-	- 0 -
B. APPEALS	- 0 -	-	-	-	-	-	-	-	-	-	-	- 0 -

9. SYSTEMATIC REVIEW FOR DECLASSIFICATION (In pages)

A. REVIEWED	B. DECLASSIFIED
0	0

10. NUMBER OF FORMAL INSPECTIONS, SURVEYS, OR PROGRAM REVIEWS

36

11. NUMBER OF INFRACTIONS INVOLVING:

A. OVERCLASSIFICATION	B. UNDERCLASSIFICATION	C. CLASSIFICATION WITHOUT AUTHORITY	D. MISMARKING
0	0	0	1

E. IMPROPER DESTRUCTION	F. UNAUTHORIZED ACCESS	G. IMPROPER STORAGE	H. IMPROPER REPRODUCTION	I. IMPROPER TRANSMISSION	J. OTHER (Elaborate under Item 12)
0	0	37	0	1	0

12. REMARKS

Item 5 B - The USAID Administrator and Deputy Administrator are classification authorities for IDCA.
Item 11 D - portion marking only
Item 11 G - includes all unsecured documents, containers and burnbags
Item 11 I - No declassification instructions - 1

STANDARD FORM 311 (REV. 4-83)
Prescribed by GSA/ISOO

OMB NO. 3090-0049

AGENCY INFORMATION SECURITY PROGRAM DATA

1. PERIOD COVERED

A. FROM	B. TO
10-01-95	09-30-96

INTERAGENCY REPORT CONTROL NUMBER

0230-GSA-AN

2. DEPARTMENT, INDEPENDENT AGENCY OR ESTABLISHMENT

U. S. Internal Development Cooperation Agency (IDCA)
U. S. Agency for International Development (USAID)

3. CONTACT FOR ADDITIONAL INFORMATION *(Name, office and telephone no.)*

Tina Williams, Office of the Inspector General - Security (703) 875-4050

Jeremiah Perry, Systematic Review, (202) 736-4741
Willette Smith, Mandatory Review, (703) 516-1849

4. SENIOR OFFICIAL, *(Section 6.3, E.O., 19356)*

Assistant Inspector General for Security
Corbett M. Flannery

5. NUMBER OF ORIGINAL CLASSIFICATION AUTHORITIES

A. TOP SECRET	B. SECRET	C. CONFIDENTIAL	D. TOTAL
0	IDCA— 2 USAID – 20	IDCA – 0 USAID – 0	IDCA – 2 USAID – 20

6. ADDITIONAL DECLASSIFICATION AUTHORITIES

A. TOP SECRET	B. SECRET	C. CONFIDENTIAL	D. TOTAL
0	0	0	0

7. CLASSIFICATION DECISIONS

	ORIGINAL DATE OR EVENT (a)	ORIGINAL ORIGINATING AGENCY'S DETERMINATION REQUIRED (O.A.D.R.) (b)	DERIVATIVE (c)
A. TOP SECRET	0	0	0
B. SECRET	0	0	0
C. CONFIDENTIAL	0	0	25 = 75

8. MANDATORY REVIEW REQUESTS AND APPEALS

CASES FOR WHICH AGENCY IS RESPONSIBLE FOR FINAL DECISION

	CASES CARRIED OVER FROM PREVIOUS PERIOD (a)	NEW CASES RECEIVED (b)	GRANTED IN FULL (c) CASES	GRANTED IN FULL (c) DOCS.	GRANTED IN FULL (c) PAGES	GRANTED IN PART (d) CASES	GRANTED IN PART (d) DOCS.	GRANTED IN PART (d) PAGES	DENIED (e) CASES	DENIED (e) DOCS.	DENIED (e) PAGES	CASES CARRIED OVER TO NEXT PERIOD (f)
A. REQUESTS	– 0 –	18	17	107	520	1	3	9				– 0 –
B. APPEALS	– 0 –	–	–	–	–	–	–	–				– 0 –

9. SYSTEMATIC REVIEW FOR DECLASSIFICATION *(In pages)*

A. REVIEWED	B. DECLASSIFIED
121,688 pages	113,811 pages

10. NUMBER OF FORMAL INSPECTIONS, SURVEYS, OR PROGRAM REVIEWS

38

11. NUMBER OF INFRACTIONS INVOLVING:

A. OVERCLASSIFICATION	B. UNDERCLASSIFICATION	C. CLASSIFICATION WITHOUT AUTHORITY	D. MISMARKING
0	0	0	14

E. IMPROPER DESTRUCTION	F. UNAUTHORIZED ACCESS	G. IMPROPER STORAGE	H. IMPROPER REPRODUCTION	I. IMPROPER TRANSMISSION	J. OTHER *(Elaborate under Item 12)*
0	0	12	0	0	0

12. REMARKS

Item 5B – The USAID Administrator and the Deputy Administrator are classification authories for IDCA.

Item 11D – Portion marking and no declassification instructions.

Item 11G – Includes all unsecured documents, containers, and burn bags.

(IMPORTANT — Read Instructions on reverse before completing this form)	INTERAGENCY REPORT CONTROL NUMBER **0230-NAR-AN**

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

1. FISCAL YEAR COVERED
10/1/96 to 9/30/97

2. DEPARTMENT, INDEPENDENT AGENCY OR ESTABLISHMENT

U.S. Agency for International Development (USAID)

4. SENIOR AGENCY OFFICIAL *(Section 5.6, E.O. 12958)*

Corbett M. Flannery
Assistant Inspector General/Security USAID

3. CONTACT FOR ADDITIONAL INFORMATION *(Name, office and telephone no.)*

Richard A. Prince, Office of Inspector General/ Security (IG/SEC) (202) 712-4968

Willette Smith, Information and Records Division (M/AS/IRD) (202) 712-5027 (Mandatory and Systematic Review Request Information)

5. NUMBER OF ORIGINAL CLASSIFICATION AUTHORITIES

A. TOP SECRET	B. SECRET	C. CONFIDENTIAL	D. TOTAL
-0-	-20-	-0-	-20-

6. NUMBER OF CLASSIFICATION DECISIONS

CLASSIFICATION LEVEL	ORIGINAL CLASSIFICATION		DERIVATIVE
	DECLASSIFY IN 10 YEARS OR LESS (a)	EXEMPT FROM DECLASSIFICATION IN 10 YEARS (b)	
A. TOP SECRET			
B. SECRET			
C. CONFIDENTIAL	-1-		-24-

7. MANDATORY REVIEW REQUESTS

7. MANDATORY REVIEW REQUESTS	CASES CARRIED OVER FROM THE PREVIOUS PERIOD (a)	NEW CASES RECEIVED (b)	CASES CARRIED OVER TO NEXT PERIOD (c)	DECLASSIFICATION DECISIONS (Report in pages)		
				GRANTED IN FULL (d)	GRANTED IN PART (e)	DENIED (f)
A. REQUESTS	-0-	-20-	-1-	-663-	-7-	-0-
B. APPEALS	-0-	-	-	-	-	-

8. PAGES DECLASSIFIED: AUTOMATIC DECLASSIFICATION AND SYSTEMATIC REVIEW FOR DECLASSIFICATION (Sections 3.4 and 3.5 of EO 12958)

4,034,850

9. INTERNAL AGENCY OVERSIGHT
Number of Formal Inspections, Surveys, or Program Reviews

127

10. EXPLANATORY COMMENTS

(Use this space to elaborate on any section of this form. If more space is needed, use a blank sheet(s) of paper and attach to form.)

8. This figure represents 12.5% of USAID's total holdings.

(IMPORTANT — Read instructions on reverse before completing this form)	INTERAGENCY REPORT CONTROL NUMBER **0230-NAR-AN**

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

1. FISCAL YEAR COVERED

10/1/97 to 9/30/98

2. DEPARTMENT, INDEPENDENT AGENCY OR ESTABLISHMENT

U.S. Agency for International Development (USAID)

3. CONTACT FOR ADDITIONAL INFORMATION *(Name, office and telephone no.)*

Bruce A. Davis
Office of the Inspector General
Security Office (IG/SEC) 202/712-5612

4. SENIOR AGENCY OFFICIAL *(Section 5.6, E.O. 12958)*

Corbett M. Flannery
Assistant Inspector General/Security, USAID

5. NUMBER OF ORIGINAL CLASSIFICATION AUTHORITIES

A. TOP SECRET	B. SECRET	C. CONFIDENTIAL	D. TOTAL
0	16	0	16

6. NUMBER OF CLASSIFICATION DECISIONS

CLASSIFICATION LEVEL $T = 34$	ORIGINAL CLASSIFICATION		DERIVATIVE
	DECLASSIFY IN 10 YEARS OR LESS (a)	EXEMPT FROM DECLASSIFICATION IN 10 YEARS (b)	
A. TOP SECRET	0	0	0
B. SECRET	0	0	0
C. CONFIDENTIAL	13	0	21

7. MANDATORY REVIEW REQUESTS

	CASES CARRIED OVER FROM THE PREVIOUS PERIOD (a)	NEW CASES RECEIVED (b)	CASES CARRIED OVER TO NEXT PERIOD (c)	DECLASSIFICATION DECISIONS *(Report in pages)*		
				GRANTED IN FULL (d)	GRANTED IN PART (e)	DENIED (f)
A. REQUESTS	1	17	0	850	2	0
B. APPEALS	0	0	0	0	0	0

8. PAGES DECLASSIFIED: AUTOMATIC DECLASSIFICATION AND SYSTEMATIC REVIEW FOR DECLASSIFICATION (Sections 3.4 and 3.5 of EO 12958)

6,545,000

9. INTERNAL AGENCY OVERSIGHT
Number of Formal Inspections, Surveys, or Program Reviews

54

10. EXPLANATORY COMMENTS
(Use this space to elaborate on any section of this form. If more space is needed, use a blank sheet(s) of paper and attach to form.)

See Explanation of SF-311 and Attachment A

(IMPORTANT - Read instructions on reverse before completing this form)

AGENCY SECURITY CLASSIFICATION
MANAGEMENT PROGRAM DATA

1. FISCAL YEAR COVERED
10/1/98 to 9/30/99

2. DEPARTMENT, INDEPENDENT AGENCY OR ESTABLISHMENT	3. CONTACT FOR ADDITIONAL INFORMATION (Name, office, and telephone no.)
U.S. Agency for International Development	Mark A.Webb, Security Specialist
4. SENIOR AGENCY OFFICIAL (Section 5.6, E.O. 12958)	Office of Security
	USAID/IDS
Corbett M. Flannery, USAID Director of Security	(202) 712-5612

5. NUMBER OF ORIGINAL CLASSIFICATION AUTHORITIES

A. TOP SECRET	B. SECRET	C. CONFIDENTIAL	D. TOTAL
0	15	0	15

6. NUMBER OF CLASSIFICATION DECISIONS

CLASSIFICATION LEVEL	ORIGINAL CLASSIFICATION		DERIVATIVE
	DECLASSIFY IN 10 YEARS OR LESS (a)	EXEMPT FROM DECLASSIFICATION IN 10 YEARS (b)	
A. TOP SECRET	0	0	0
B. SECRET	1	0	1
C. CONFIDENTIAL	8	0	4

7 MANDATORY REVIEW REQUESTS	CASES CARRIED OVER FROM THE PREVIOUS PERIOD (a)	NEW CASES RECEIVED (b)	CASES CARRIED OVER TO NEXT PERIOD (c)	DECLASSIFICATION DECISIONS (Report in pages)		
				GRANTED IN FULL (d)	GRANTED IN PART (e)	DENIED (f)
A. REQUESTS	0	14	1	695	0	0
B. APPEALS	0	0	0	0	0	0

8. PAGES DECLASSIFIED: AUTOMATIC DECLASSIFICATION AND SYSTEMATIC REVIEW FOR DECLASSIFICATION (Sections 3.4 and 3.5 of EO 12958)	9. INTERNAL AGENCY OVERSIGHT Number of Formal Inspections, Surveys, or Program Reviews
10,556,000	6

10. EXPLANATORY COMMENTS
(Use this space to elaborate on any section of this form. If more space is needed, use a blank sheet(s) of paper and attach to

Refer to Attachment (A) for narrative comments concerning the status of our efforts as they

pertain to section 3.4 of E.O. 12958.

Attachment (B) highlights our overall program efforts.

CONTROL NUMBER
0230-NAR-AN *Verbo*

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

1. FISCAL YEAR COVERED

10/1/99 – 9/30/00

2. DEPARTMENT, INDEPENDENT AGENCY OR ESTABLISHMENT

U.S. Agency for International Development

3. CONTACT FOR ADDITIONAL INFORMATION (Name, office, and telephone no.)

Douglas Melvin, Chief Information Security
Office of Security
USAID/PIDS/IDS
202-712-1258

4. SENIOR AGENCY OFFICIAL (Section 5.6, E.O. 12958)

Corbett M. Flannery
Director of Security

5. NUMBER OF ORIGINAL CLASSIFICATION AUTHORITIES

A. TOP SECRET	B. SECRET	C. CONFIDENTIAL	D. TOTAL
N/A	15	N/A	(15) ? Correc

6. NUMBER OF CLASSIFICATION DECISIONS

CLASSIFICATION LEVEL	ORIGINAL CLASSIFICATION		DERIVATIVE
	DECLASSIFY IN 10 YEARS OR LESS (a)	EXEMPT FROM DECLASSIFI-CATION IN 10 YEARS (b)	
A. TOP SECRET	0	0	0
B. SECRET	3	0	11
C. CONFIDENTIAL	14	0	7

7. MANDATORY REVIEW REQUESTS

	CASES CARRIED OVER FROM THE PREVIOUS PERIOD (a)	NEW CASES RECEIVED (b)	CASES CARRIED OVER TO NEXT PERIOD (c)	DECLASSIFICATION DECISIONS (Report in pages)		
				GRANTED IN FULL (d)	GRANTED IN PART (e)	DENIED (f)
A. REQUESTS	(1)	6	(0)	43		
B. APPEALS		*Correction*				

8. PAGES DECLASSIFIED: AUTOMATIC DECLASSIFICATION AND SYSTEMATIC REVIEW FOR DECLASSIFICATION (Sections 3.4 and 3.5 of EO 12958)

480,600 pages

9. INTERNAL AGENCY OVERSIGHT
Number of Formal Inspections, Surveys, or Program Reviews

14

10. EXPLANATORY COMMENTS

(Use this space to elaborate on any section of this form. If more space is needed, use a blank sheet(s) of paper and attach to

Refer to the attachment for narrative comments concerning the status of our efforts as they

pertain to section 3.4 of E.O. 12958 and its Amendment 13142.

INTERAGENCY REPORT
CONTROL NUMBER

0230-NAR-AN

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

1. FISCAL YEAR COVERED

10/01/00 to 09/30/01

2. DEPARTMENT, INDEPENDENT AGENCY OR ESTABLISHMENT

U.S. Agency for International Development

3. CONTACT FOR ADDITIONAL INFORMATION (Name, office, and telephone no.)

Donald H. Bisom
Supervisor, Security Specialist
USAID, Office of Security, Room 2.6A
(202) 712-4027

4. SENIOR AGENCY OFFICIAL (Section 5.6, E.O. 12958)

Corbett M. Flannery, Director of Security

5. NUMBER OF ORIGINAL CLASSIFICATION AUTHORITIES

A. TOP SECRET	B. SECRET	C. CONFIDENTIAL	D. TOTAL
	15		15

6. NUMBER OF CLASSIFICATION DECISIONS

CLASSIFICATION LEVEL	ORIGINAL CLASSIFICATION		DERIVATIVE
	DECLASSIFY IN 10 YEARS OR LESS (a)	EXEMPT FROM DECLASSIFICATION IN 10 YEARS (b)	
A. TOP SECRET			
B. SECRET	2		7
C. CONFIDENTIAL	11		4

7. MANDATORY REVIEW REQUESTS	CASES CARRIED OVER FROM THE PREVIOUS PERIOD (a)	NEW CASES RECEIVED (b)	CASES CARRIED OVER TO NEXT PERIOD (c)	DECLASSIFICATION DECISIONS (Report in pages)		
				GRANTED IN FULL (d)	GRANTED IN PART (e)	DENIED (f)
A. REQUESTS	0	1	0	30		
B. APPEALS						

8. PAGES DECLASSIFIED: AUTOMATIC DECLASSIFICATION AND SYSTEMATIC REVIEW FOR DECLASSIFICATION (Sections 3.4 and 3.5 of EO 12958)

792,164

9. INTERNAL AGENCY OVERSIGHT
Number of Formal Inspections, Surveys, or Program Reviews

10. EXPLANATORY COMMENTS

(Use this space to elaborate on any section of this form. If more space is needed, use a blank sheet(s) of paper and attach to

Refer to attached narrative for item 8

Answers to questions #3 & 4 asked in ISOO letter dated October 25, 2001 are as follow:

3. Does your agency create or receive classified information on electronic systems? Yes

4. What type of system? Secure fax machines, stand-alone classified computers and cable encrypted messaging system.

INTERAGENCY REPORT CONTROL NUMBER

0230-NAR-AN

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

1: FISCAL YEAR COVERED

FY-02

DEPARTMENT, INDEPENDENT AGENCY OR ESTABLISHMENT	3. CONTACT FOR ADDITIONAL INFORMATION (Name, office, and telephone no.)
USAID - OFFICE OF SECURITY	Donald H. Bisom, Branch Chief
SENIOR AGENCY OFFICIAL (Section 5.6, E.O. 12958)	Information & Domestic Security
	USAID - SEC, Room 2.6A
Mr. Corbett M. Flannery, Director of Security	(202) 712-4027

5. NUMBER OF ORIGINAL CLASSIFICATION AUTHORITIES

TOP SECRET	B. SECRET	C. CONFIDENTIAL	D. TOTAL
0	15		15

6. NUMBER OF CLASSIFICATION DECISIONS

CLASSIFICATION LEVEL	ORIGINAL CLASSIFICATION		DERIVATIVE
	DECLASSIFY IN 10 YEARS OR LESS (a)	EXEMPT FROM DECLASSIFICATION IN 10 YEARS (b)	
TOP SECRET	0	0	0
SECRET	1	0	9
CONFIDENTIAL	2	0	6

MANDATORY REVIEW REQUESTS	CASES CARRIED OVER FROM THE PREVIOUS PERIOD (a)	NEW CASES RECEIVED (b)	CASES CARRIED OVER TO NEXT PERIOD (c)	DECLASSIFICATION DECISIONS (Report in pages)		
				GRANTED IN FULL (d)	GRANTED IN PART (e)	DENIED (f)
REQUESTS	0	1	0	1	0	0
APPEALS	0	0	0	0	0	0

PAGES DECLASSIFIED: AUTOMATIC DECLASSIFICATION AND SYSTEMATIC REVIEW FOR DECLASSIFICATION (Sections 3.4 and 3.5 of EO 12958)	9. INTERNAL AGENCY OVERSIGHT Number of Formal Inspections, Surveys, or Program Reviews
382,292	3

10. EXPLANATORY COMMENTS

(Use this space to elaborate on any section of this form. If more space is needed, use a blank sheet(s) of paper and attach to

ᴧTANT - Read instructions on reverse before completing this form)

INTERAGENCY REPORT
CONTROL NUMBER

0230-NAR-AN

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

1. FISCAL YEAR COVERED

FY03

DEPARTMENT, INDEPENDENT AGENCY OR ESTABLISHMENT	3. CONTACT FOR ADDITIONAL INFORMATION (Name, office, and telephone no.)
U.S. Agency for International Development	Donald H. Bisom
4. SENIOR AGENCY OFFICIAL (Section 5.6, E.O. 12958)	Supervisor, Security Specialist
	USAID, Office of Security, Room 2.6 A
Corbett M. Flannery, Director of Security	(202) 712-4027

5. NUMBER OF ORIGINAL CLASSIFICATION AUTHORITIES

A. TOP SECRET	B. SECRET	C. CONFIDENTIAL	D. TOTAL
	17		17

6. NUMBER OF CLASSIFICATION DECISIONS

CLASSIFICATION LEVEL	ORIGINAL CLASSIFICATION		DERIVATIVE
	DECLASSIFY IN 10 YEARS OR LESS (a)	EXEMPT FROM DECLASSIFICATION IN 10 YEARS (b)	
A. TOP SECRET			
B. SECRET	1		52
C. CONFIDENTIAL	2		7

7. MANDATORY REVIEW REQUESTS	CASES CARRIED OVER FROM THE PREVIOUS PERIOD (a)	NEW CASES RECEIVED (b)	CASES CARRIED OVER TO NEXT PERIOD (c)	DECLASSIFICATION DECISIONS (Report in pages)		
				GRANTED IN FULL (d)	GRANTED IN PART (e)	DENIED (f)
A. REQUESTS	0	3	1	8	0	0
B. APPEALS	0	0	0	0	0	0

8. PAGES DECLASSIFIED: AUTOMATIC DECLASSIFICATION AND SYSTEMATIC REVIEW FOR DECLASSIFICATION (Sections 3.4 and 3.5 of EO 12958)	9. INTERNAL AGENCY OVERSIGHT Number of Formal Inspections, Surveys, or Program Reviews
249,409	5

10. EXPLANATORY COMMENTS
(Use this space to elaborate on any section of this form. If more space is needed, use a blank sheet(s) of paper and attach to

In FY02, 382,292 pages were declassified. In FY03, 249,409 pages were declassified. The decrease was due to our nearing

completion of the Agency's five-year plan to declassify information twenty-five years or older. That program is now eighty-five

percent complete. Initial security training was provided on site in Washington, D.C. for 894 new Agency personnel. Required

annual security refresher training was provided for 205 Agency employees. Additionally, 192 Agency personnel assigned

overseas used the internet to satisfy their annual refresher training requirement by accessing the Agency's intranet to enroll in

a new online distance learning course. A comprehensive information security evaluation conducted by ISOO inspectors found

the Agency in compliance with Executive Order 12958 and ISOO Directives.

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submissions must be unclassified and typewritten, and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

PART A: Identifying Information

1. Enter the **Fiscal Year** that this report covers.

FY 2004

2. Identify the **Department, Independent agency or Establishment** that is covered by this report.

USAID

3. Enter the name, title, address, phone, fax, and email address of the **Senior Agency Official** (as defined in EO 12958, as amended, Section 5.4(d)) responsible for this report.

Harry Manchester, USAID, SEC/OD, 1300 Pennsylvania Ave., N.W., Wash. DC 20523
Phone: 202-712-0990; Fax: 202-216-3118; E-mail: hmanchester@usaid.gov

4. Enter the name, title, phone, fax and email address for the **point-of-contact** responsible for answering questions about this report.

David Waters, USAID, SEC/PIDS/IDS, 1300 Pennsylvania Ave., N.W., Wash. DC 20523
Phone: 202-712-4643; Fax: 202-216-3118; E-mail: dwaters@usaid.gov

PART B: Officials with Original Classification Authority

5. Enter the number of agency officials whose **highest level** of original classification authority is **TOP SECRET**.	**5.** 0
6. Enter the number of agency officials whose **highest level** of original classification authority is **SECRET**.	**6.** 17
7. Enter the number of agency officials whose **highest level** of original classification authority is **CONFIDENTIAL**.	**7.**
8. **Total** number of officials with original classification authority. (Sum of blocks 5, 6, & 7)	**8.** 17

PART C: Original Classification Decisions

Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) it was classified by an original classification authority; (2) the information is owned by, produced by or for, or is under the control of the United States Government; (3) it falls into at least one of the categories found in Section 1.4 of EO 12958, as amended; and, (4) unauthorized disclosure could reasonably be expected to result in damage to the national security. [Provide information only on classification decisions contained in finished products for dissemination or retention, regardless of the media. Do not count reproductions or copies.]

9. Enter the number of **original TOP SECRET** classification decisions made during the reporting period **with declassification instructions of 10 years or less**.	**9.** 0
10. Enter the number **of original TOP SECRET** classification decisions made during the reporting period **with declassification instructions ranging from over 10 years to 25 years**.	**10.** 0
11. Total number of **TOP SECRET** original classification decisions. (Sum of blocks 9 & 10)	**11.** 0
12. Enter the number of **original SECRET** classification decisions made during the reporting period with **declassification instructions of 10 years or less**.	**12.** 1
13. Enter the number of **original SECRET** classification decisions made during the reporting period with **declassification instructions ranging from over 10 years to 25 years**.	**13.** 0
14. Total number of **SECRET** original classification decisions. (Sum of blocks 12 & 13)	**14.** 1
15. Enter the number of **original CONFIDENTIAL** classification decisions made during the reporting period with **declassification instructions of 10 years or less**.	**15.** 1
16. Enter the number of **original CONFIDENTIAL** classification decisions made during the reporting period with **declassification instructions ranging from over 10 years to 25 years**.	**16.** 0
17. Total number of **CONFIDENTIAL** original classification decisions. (Sum of blocks 15 & 16)	**17.** 1
18. Total number of original classification decisions. (Sum of blocks 11, 14, & 17)	**18.** 2

PART D: Derivative Classification Decisions

Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is **already classified**. This includes classification based on classification guides or other source documents. [Provide information only on derivative classification decisions contained in finished products for dissemination or retention, regardless of the media. Do not count reproductions or copies.]

19. Enter the number of **derivative TOP SECRET** classifications during the reporting period.	**19** 0
20. Enter the number of **derivative SECRET** classifications during the reporting period.	**20.** 1
21. Enter the number of **derivative CONFIDENTIAL** classifications during the reporting period.	**21.** 6
22. Total number of derivative classification decisions. (Sum of blocks 19, 20, & 21)	**22.** 7

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STANDARD FORM 311 (REV 11-04)
Prescribed by NARA/ISOO
32 CFR 2001.60   E.O. 12958, as amended

Enter the **Fiscal Year** that this report covers.
FY 2004

Identify the **Department, Independent agency or establishment** that is covered by this report.
USAID

PART E: Mandatory Declassification Review Requests and Appeals

A "request" is an individual review request or appeal, regardless of the number of documents or pages to be reviewed as part of the request. Report **only** requests for your agency in which **your agency is responsible for the final decision.** Please provide an explanation in Part I below where the number of requests or appeals carried forward between reporting periods changes.

23. Enter the number of **requests carried over** from the **previous** reporting period.	**23.** 1
24. Enter the number of **new requests** received **during** the reporting period.	**24.** 4
25. Enter the number of **requests carried over** to the **next** reporting period.	**25.** 1
26. Enter the number of **appeals carried over** from the **previous** reporting period.	**26.** 0
27. Enter the number of **new appeals** received **during** the reporting period.	**27.** 0
28. Enter the number of **appeals carried over** to the **next** reporting period.	**28.** 0

PART F: Mandatory Declassification Review Decisions in Pages

29. Enter the number of **requested pages** that were declassified **in full**.	**29.** 24
30. Enter the number of **requested pages** that were declassified **in part**.	**30.** 0
31. Enter the number of **requested pages** that were **denied** declassification.	**31.** 0
32. Total number of **requested pages** acted on. (Sum of blocks 29, 30, and 31)	**32.** 24
33. Enter the number of **appealed pages** that were declassified **in full**.	**33.** 0
34. Enter the number of **appealed pages** that were declassified **in part**.	**34.** 0
35. Enter the number of **appealed pages** that were **denied** declassification.	**35.** 0
36. Total number of **appealed pages** acted on. (Sum of blocks 33, 34, & 35)	**36.** 0

PART G: Automatic Declassification and Systematic Review
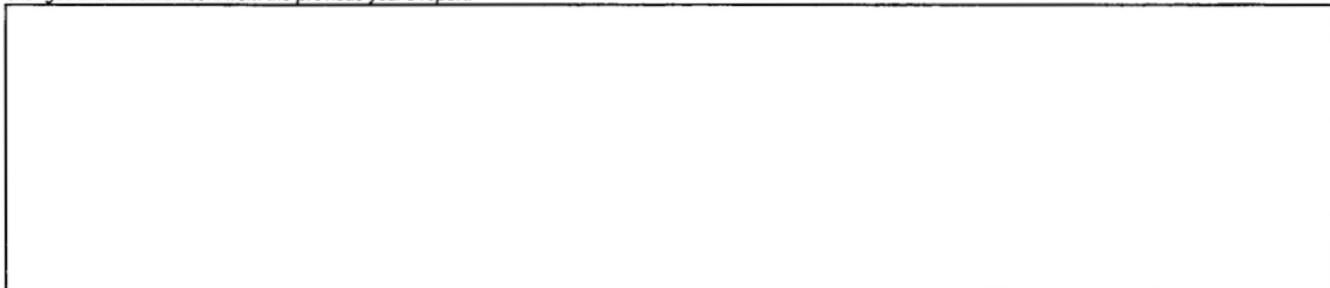
37. Enter the number of pages **reviewed during the reporting period that were subject to declassification** under Sections 3.3 & 3.4, EO12958, as amended.	**37.** 113,159
38. Enter the number of pages **declassified** under Sections 3.3 & 3.4, EO 12958, as amended.	**38.** 105,974

PART H: Internal Agency Oversight

39. Enter the number of inspections, surveys, or program reviews, covering any aspect of the security classification program, completed during the reporting period.	**39.** 2
40. Enter the number of challenges processed by your agency to the classification of information believed to be improperly classified or unclassified. (See EO 12958 as amended, Section 1.8)	**40.** 0

PART I: Explanatory Comments

Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report.

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AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submissions must be unclassified and typewritten, and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

PART A: Identifying Information

1. Enter the **Fiscal Year** that this report covers.

   2005

2. Identify the **Department, Independent agency or Establishment** that is covered by this report.

   U.S. Agency for International Development

3. Enter the name, title, address, phone, fax, and email address of the **Senior Agency Official** (as defined in EO 12958, as amended, Section 5.4(d)) responsible for this report.

   Harry Manchester, SEC/OD, 1300 Pennsylvania Ave., N.W., Washington, DC 20523
   Phone: 202-712-0990; Fax 202-216-3802; Email: hmanchester@usaid.gov

4. Enter the name, title, phone, fax and email address for the **point-of-contact** responsible for answering questions about this report.

   Mark Webb, Division Chief, SEC/PIDS, 1300 Pennsylvania Ave., N.W., Washington, D.C. 20523. Phone: 202-712-0990; Fax: 202-216-3802; Email: mwebb@usaid.gov

PART B: Officials with Original Classification Authority

5. Enter the number of agency officials whose **highest level** of original classification authority is **TOP SECRET**.	5. 0
6. Enter the number of agency officials whose **highest level** of original classification authority is **SECRET**.	6. 17
7. Enter the number of agency officials whose **highest level** of original classification authority is **CONFIDENTIAL**.	7.
8. Total number of officials with original classification authority. (Sum of blocks 5, 6, & 7)	8. 17

PART C: Original Classification Decisions

Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) it was classified by an original classification authority; (2) the information is owned by, produced by or for, or is under the control of the United States Government; (3) it falls into at least one of the categories found in Section 1.4 of EO 12958, as amended; and (4) unauthorized disclosure could reasonably be expected to result in damage to the national security. (Provide information only on classification decisions contained in finished products for dissemination or retention, regardless of the media. Do not count reproductions or copies.)

9. Enter the number of original **TOP SECRET** classification decisions made during the reporting period **with declassification instructions of 10 years or less**.	9. 0
10. Enter the number of original **TOP SECRET** classification decisions made during the reporting period **with declassification instructions ranging from over 10 years to 25 years**.	10. 0
11. Total number of **TOP SECRET** original classification decisions. (Sum of blocks 9 & 10)	11. 0
12. Enter the number of original **SECRET** classification decisions made during the reporting period **with declassification instructions of 10 years or less**.	12. 1
13. Enter the number of original **SECRET** classification decisions made during the reporting period **with declassification instructions ranging from over 10 years to 25 years**.	13. 0
14. Total number of **SECRET** original classification decisions. (Sum of blocks 12 & 13)	14. 1
15. Enter the number of original **CONFIDENTIAL** classification decisions made during the reporting period with **declassification instructions of 10 years or less**.	15. 0
16. Enter the number of original **CONFIDENTIAL** classification decisions made during the reporting period with **declassification instructions ranging from over 10 years to 25 years**.	16. 0
17. Total number of **CONFIDENTIAL** original classification decisions. (Sum of blocks 15 & 16)	17. 0
18. Total number of original classification decisions. (Sum of blocks 11, 14, & 17)	18. 1

PART D: Derivative Classification Decisions

Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is already classified. This includes classification based on classification guides or other source documents. (Provide information only on derivative classification decisions contained in finished products for dissemination or retention, regardless of the media. Do not count reproductions or copies.)

19. Enter the number of derivative **TOP SECRET** classifications during the reporting period.	19. 0
20. Enter the number of derivative **SECRET** classifications during the reporting period.	20. 5
21. Enter the number of derivative **CONFIDENTIAL** classifications during the reporting period.	21. 0
22. Total number of derivative classification decisions. (Sum of blocks 19, 20, & 21)	22. 5

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Enter the Fiscal Year that this report covers.

2005

Identify the Department, Independent agency or establishment that is covered by this report.

U.S. Agency for International Development

PART E: Mandatory Declassification Review Requests and Appeals

A "request" is an individual review request or appeal, regardless of the number of documents or pages to be reviewed as part of the request. Report only requests for your agency in which your agency is responsible for the **final decision**. Please provide an explanation in Part I below where the number of requests or appeals carried forward between reporting periods changes.

23. Enter the number of requests carried over from the previous reporting period.	23. 1
24. Enter the number of new requests received during the reporting period.	24. 1
25. Enter the number of requests carried over to the next reporting period.	25. 2
26. Enter the number of appeals carried over from the previous reporting period.	26. 0
27. Enter the number of new appeals received during the reporting period.	27. 0
28. Enter the number of appeals carried over to the next reporting period.	28. 0

PART F: Mandatory Declassification Review Decisions in Pages

29. Enter the number of requested pages that were declassified in full.	29. 0
30. Enter the number of requested pages that were declassified in part.	30. 0
31. Enter the number of requested pages that were denied declassification.	31. 0
32. Total number of requested pages acted on. (Sum of blocks 29, 30, and 31)	32. 0
33. Enter the number of appealed pages that were declassified in full.	33. 0
34. Enter the number of appealed pages that were declassified in part.	34. 0
35. Enter the number of appealed pages that were denied declassification.	35. 0
36. Total number of appealed pages acted on. (Sum of blocks 33, 34, & 35)	36. 0

PART G: Automatic Declassification and Systematic Review

37. The number of pages reviewed during the reporting period that were subject to declassification under Sections 3.3 & 3.4, EO12958, as amended.	37. 140,475
38. The number of pages declassified under Sections 3.3 & 3.4, EO 12958, as amended.	38. 96,117

PART H: Internal Agency Oversight

39. The number of inspections, surveys, or program reviews, covering any aspect of the security classification program, conducted during the reporting period.	39. 2
40. The number of challenges processed by your agency to the classification of information believed to be improperly classified or unclassified. (See EO 12958 as amended, Section 1.8)	40. 0

PART I: Explanatory Comments

Elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant numbers from the previous year's report

2005, USAID/SEC provided initial security training to 489 new USAID employees in DC. Using a newly-developed curriculum, USAID/SEC delivered 34 live, annual training classes to 790 employees and contractors. Another 315 USAID employees took advantage of the automated training tool to complete their annual security refresher During FY 2006, USAID/SEC will conduct security classification program inspections of all graphic Bureaus and Independent Offices.

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

...ssions must be unclassified and typewritten, and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

PART A: Identifying Information

Enter the **Fiscal Year** that this report covers.

2006

Identify the **Department, Independent agency or Establishment** that is covered by this report.

U.S. Agency for International Development

Enter the name, title, address, phone, fax, and email address of the **Senior Agency Official** (as defined in EO 12958, as amended, Section 5.4(d)) responsible for this report.

Harry Manchester, SEC/OD, 1300 Pennsylvania Ave., N.W., Washington, DC 20523
Phone: 202-712-0990; Fax 202-216-3802; Email: hmanchester@usaid.gov

Enter the name, title , phone, fax and email address for the **point-of-contact** responsible for answering questions about this report.

Mark Webb, Division Chief, SEC/PIDS, 1300 Pennsylvania Ave., N.W., Washington, D.C. 20523. Phone: 202-712-0990; Fax: 202-216-3802; Email: mwebb@usaid.gov

PART B: Officials with Original Classification Authority

Enter the number of agency officials whose **highest level** of original classification authority is **TOP SECRET**.	5.	0
Enter the number of agency officials whose **highest level** of original classification authority is **SECRET**.	6.	17
Enter the number of agency officials whose **highest level** of original classification authority is **CONFIDENTIAL**.	7.	
Total number of officials with original classification authority. (Sum of blocks 5, 6, & 7)	8.	17

PART C: Original Classification Decisions

Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) it was classified by an original classification authority, (2) the information is owned by, produced by or for, or is under the control of the United States Government, (3) it falls into at least one of the categories found in Section 1.4 of EO 12958, as amended, and, (4) unauthorized disclosure could reasonably be expected to result in damage to the national security. [Provide information only on classification decisions contained in finished products for dissemination or retention, regardless of the media. Do not count reproductions or copies.]

Enter the number of **original TOP SECRET** classification decisions made during the reporting period **with declassification instructions of 10 years or less.**	9.	0
Enter the number **of original TOP SECRET** classification decisions made during the reporting period **with declassification instructions ranging from over 10 years to 25 years.**	10.	0
Total number of **TOP SECRET** original classification decisions. (Sum of blocks 9 & 10)	11.	0
Enter the number of **original SECRET** classification decisions made during the reporting period with **declassification instructions of 10 years or less.**	12.	0
Enter the number of **original SECRET** classification decisions made during the reporting period with **declassification instructions ranging from over 10 years to 25 years.**	13.	0
Total number of **SECRET** original classification decisions. (Sum of blocks 12 & 13)	14.	0
Enter the number of **original CONFIDENTIAL** classification decisions made during the reporting period with **declassification instructions of 10 years or less.**	15.	0
Enter the number of **original CONFIDENTIAL** classification decisions made during the reporting period with **declassification instructions ranging from over 10 years to 25 years.**	16.	0
Total number of **CONFIDENTIAL** original classification decisions. (Sum of blocks 15 & 16)	17.	0
Total number of original classification decisions. (Sum of blocks 11, 14, & 17)	18.	0

PART D: Derivative Classification Decisions

Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is already classified. This includes classification based on classification guides or other source documents. [Provide information only on derivative classification decisions contained in finished products for dissemination or retention, regardless of the media. Do not count reproductions or copies.]

Enter the number of **derivative TOP SECRET** classifications during the reporting period.	19	0
Enter the number of **derivative SECRET** classifications during the reporting period.	20.	0
Enter the number of **derivative CONFIDENTIAL** classifications during the reporting period.	21.	0
Total number of derivative classification decisions. (Sum of blocks 19, 20, & 21)	22.	0

Fiscal Year that this report covers.

υ6

Identify the **Department, Independent agency or establishment** that is covered by this report.
U.S. Agency for International Development

PART E: Mandatory Declassification Review Requests and Appeals

A "request" is an individual review request or appeal, regardless of the number of documents or pages to be reviewed as part of the request. Report only requests for your agency in which **your agency is responsible for the final decision**. Please provide an explanation in Part I below where the number of requests or appeals carried forward between reporting periods changes.

23. Enter the number of **requests carried over** from the **previous** reporting period.	23. 2
24. Enter the number of **new requests** received **during** the reporting period.	24. 1
25. Enter the number of **requests carried over** to the **next** reporting period.	25. 1
26. Enter the number of **appeals carried over** from the **previous** reporting period.	26. 0
27. Enter the number of **new appeals** received **during** the reporting period.	27. 0
28. Enter the number of **appeals carried over** to the **next** reporting period.	28. 0

PART F: Mandatory Declassification Review Decisions in Pages

29. Enter the number of **requested pages** that were declassified **in full**.	29. 9
30. Enter the number of **requested pages** that were declassified **in part**.	30. 0
31. Enter the number of **requested pages** that were **denied** declassification.	31. 0
32. **Total** number of **requested pages** acted on. (Sum of blocks 29, 30, and 31)	32. 9
33. Enter the number of **appealed pages** that were declassified **in full**.	33. 0
34. Enter the number of **appealed pages** that were declassified **in part**.	34. 0
35. Enter the number of **appealed pages** that were **denied** declassification.	35. 0
36. **Total** number of **appealed pages** acted on. (Sum of blocks 33, 34, & 35)	36. 0

PART G: Automatic Declassification and Systematic Review

37. Enter the number of pages **reviewed during the reporting period that were subject to declassification** under Sections 3.3 & 3.4, EO12958, as amended.	37. 244,531
38. Enter the number of pages **declassified** under Sections 3.3 & 3.4, EO 12958, as amended.	38. 231,524

PART H: Internal Agency Oversight

39. Enter the number of inspections, surveys, or program reviews, covering any aspect of the security classification program, completed during the reporting period.	39. 17
40. Enter the number of challenges processed by your agency to the classification of information believed to be improperly classified or unclassified. (See EO 12958 as amended, Section 1.8)	40. 0

PART I: Explanatory Comments

Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report.

Item 37. - 13,000 pages subject to declassification under Sections 3.3 & 3.4, EO 12958 were referred to other Agencies.
Notes:
1) Due to a decrease in classification activity, USAID will reduce the number of OCAs during FY07.
2) USAID completed seventeen (17) comprehensive security inspections as projected in the FY05 SF 311 report.
3) USAID will increase emphasis on security awareness, education and training during FY07.

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AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submissions must be unclassified and typewritten, and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

PART A: Identifying Information

1. Enter the **Fiscal Year** that this report covers.

2007

2. Identify the **Department, Independent agency or Establishment** that is covered by this report.

U.S. Agency for International Development

3. Enter the name, title, address, phone, fax, and email address of the **Senior Agency Official** (as defined in EO 12958, as amended, Section 5.4(d)) responsible for this report.

Randy Streufert, Acting Director, 1300 Pennsylvania Ave., N.W., Washington, DC 20523
Phone: 202-712-0990; Fax: 202-216-3802; Email: rstreufert@usaid.gov

4. Enter the name, title, phone, fax and email address for the **point-of-contact** responsible for answering questions about this report.

Mark Webb, Division Chief, SEC/PIDS, 1300 Pennsylvania Ave., N.W., Washington, DC 20523
Phone: 202-712-0990; Fax: 202-216-3802; Email: mwebb@usaid.gov

PART B: Officials with Original Classification Authority

5. Enter the number of agency officials whose **highest level** of original classification authority is **TOP SECRET**.	**5.**	0
6. Enter the number of agency officials whose **highest level** of original classification authority is **SECRET**.	**6.**	17
7. Enter the number of agency officials whose **highest level** of original classification authority is **CONFIDENTIAL**.	**7.**	0
8. **Total** number of officials with original classification authority. (Sum of blocks 5, 6, & 7)	**8.**	17

PART C: Original Classification Decisions

Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) it was classified by an original classification authority; (2) the information is owned by, produced by or for, or is under the control of the United States Government; (3) it falls into at least one of the categories found in Section 1.4 of EO 12958, as amended; and, (4) unauthorized disclosure could reasonably be expected to result in damage to the national security. [Provide information only on classification decisions contained in finished products for dissemination or retention, regardless of the media. Do not count reproductions or copies.]

9. Enter the number of **original TOP SECRET** classification decisions made during the reporting period **with declassification instructions of 10 years or less.**	**9.**	0
10. Enter the number **of original TOP SECRET** classification decisions made during the reporting period **with declassification instructions ranging from over 10 years to 25 years.**	**10.**	0
11. Total number of TOP SECRET original classification decisions. (Sum of blocks 9 & 10)	**11.**	0
12. Enter the number of **original SECRET** classification decisions made during the reporting period with **declassification instructions of 10 years or less.**	**12.**	1
13. Enter the number of **original SECRET** classification decisions made during the reporting period with **declassification instructions ranging from over 10 years to 25 years.**	**13.**	4
14. Total number of SECRET original classification decisions. (Sum of blocks 12 & 13)	**14.**	5
15. Enter the number of **original CONFIDENTIAL** classification decisions made during the reporting period with **declassification instructions of 10 years or less.**	**15.**	1
16. Enter the number of **original CONFIDENTIAL** classification decisions made during the reporting period with **declassification instructions ranging from over 10 years to 25 years.**	**16.**	1
17. Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 15 & 16)	**17.**	2
18. Total number of original classification decisions. (Sum of blocks 11, 14, & 17)	**18.**	7

PART D: Derivative Classification Decisions

Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is **already classified**. This includes classification based on classification guides or other source documents. [Provide information only on derivative classification decisions contained in finished products for dissemination or retention, regardless of the media. Do not count reproductions or copies.]

19. Enter the number of **derivative TOP SECRET** classifications during the reporting period.	**19**	0
20. Enter the number of **derivative SECRET** classifications during the reporting period.	**20.**	2
21. Enter the number of **derivative CONFIDENTIAL** classifications during the reporting period.	**21.**	0
22. **Total** number of derivative classification decisions. (Sum of blocks 19, 20, & 21)	**22.**	2

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Enter the **Fiscal Year** that this report covers.
2007

Identify the **Department, Independent agency or establishment** that is covered by this report.
U.S. Agency for International Development

PART E: Mandatory Declassification Review Requests and Appeals

A "request" is an individual review request or appeal, regardless of the number of documents or pages to be reviewed as part of the request. Report **only** requests for your agency in which **your agency is responsible for the final decision.** Please provide an explanation in Part I below where the number of requests or appeals carried forward between reporting periods changes.

23. Enter the number of **requests carried over** from the **previous** reporting period.	23.	1
24. Enter the number of **new requests** received **during** the reporting period.	24.	1
25. Enter the number of **requests carried over** to the **next** reporting period.	25.	1
26. Enter the number of **appeals carried over** from the **previous** reporting period.	26.	0
27. Enter the number of **new appeals** received **during** the reporting period.	27.	0
28. Enter the number of **appeals carried over** to the **next** reporting period.	28.	0

PART F: Mandatory Declassification Review Decisions in Pages

29. Enter the number of **requested pages** that were declassified **in full.**	29.	3
30. Enter the number of **requested pages** that were declassified **in part.**	30.	0
31. Enter the number of **requested pages** that were **denied** declassification.	31.	0
32. **Total** number of **requested pages** acted on. (Sum of blocks 29, 30, and 31)	32.	3
33. Enter the number of **appealed pages** that were declassified **in full.**	33.	0
34. Enter the number of **appealed pages** that were declassified **in part.**	34.	0
35. Enter the number of **appealed pages** that were **denied** declassification.	35.	0
36. **Total** number of **appealed pages** acted on. (Sum of blocks 33, 34, & 35)	36.	0

PART G: Automatic Declassification and Systematic Review

37. Enter the number of pages **reviewed during the reporting period that were subject to declassification** under Sections 3.3 & 3.4, EO12958, as amended.	37.	225,004
38. Enter the number of pages **declassified** under Sections 3.3 & 3.4, EO 12958, as amended.	38.	194,234

PART H: Internal Agency Oversight

39. Enter the number of inspections, surveys, or program reviews, covering any aspect of the security classification program, completed during the reporting period.	39.	6
40. Enter the number of challenges processed by your agency to the classification of information believed to be improperly classified or unclassified. (See EO 12958 as amended, Section 1.8)	40.	0

PART I: Explanatory Comments

Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report.

1) Due to the decrease in classification activity, USAID is reducing the number of OCAs from 17 to 3; the draft policy is currently pending for final approval.
2) USAID conducted 6 security inspections in FY 2007.
3) Emphasis on security education included development of an on-line refresher course. This course will be beta tested and released during FY 2008.
4) (#37) 1,682,500 pages of documents (both Classified and Unclassified) were reviewed.
5) (#38) An additional 30,770 pages of classified documents were referred to other agencies.

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submissions must be unclassified and typewritten, and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

PART A: Identifying Information

Enter the Fiscal Year that this report covers.

2008

2. Identify the Department, Independent agency or Establishment that is covered by this report.

3. Enter the name, title, address, phone, fax, and email address of the Senior Agency Official (as defined in EO 12958, as amended, Section 5.4(d)) responsible for this report.

Randy Streufert, Director of Security, 1300 Pennsylvania Ave., N.W., Washington, DC 20523
Phone: 202-712-0990; Fax: 202-216-3802; Email: rstreufert@usaid.gov

4. Enter the name, title, phone, fax and email address for the point-of-contact responsible for answering questions about this report.

Jeff Denale, Division Chief, CTIS, 1300 Pennsylvania Ave., N.W., Washington, DC 20523
Phone: 202-712-0990; Fax: 202-216-3802; Email: jdenale@usaid.gov

PART B: Officials With Original Classification Authority

5. Enter the number of agency officials whose highest level of original classification authority is TOP SECRET.	5.	0
6. Enter the number of agency officials whose highest level of original classification authority is SECRET.	6.	17
7. Enter the number of agency officials whose highest level of original classification authority is CONFIDENTIAL.	7.	0
8. Total number of officials with original classification authority. (Sum of blocks 5, 6, & 7)	8.	17

PART C: Original Classification Decisions

Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) It was classified by an original classification authority; (2) the information is owned by, produced by or for, or is under the control of the United States Government; (3) it falls into at least one of the categories found in Section 1.4 of EO 12958, as amended; and, (4) unauthorized disclosure could reasonably be expected to result in damage to the national security. [Provide information only on classification decisions contained in finished products for dissemination or retention, regardless of the media. Do not count reproductions or copies.]

9. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less.	9.	0
10. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.	10.	0
11. Total number of TOP SECRET original classification decisions. (Sum of blocks 9 & 10)	11.	0
12. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less.	12.	0
13. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.	13.	5
14. Total number of SECRET original classification decisions. (Sum of blocks 12 & 13)	14.	5
15. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions of 10 years or less.	15.	1
16. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.	16.	0
17. Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 15 & 16)	17.	1
18. Total number of original classification decisions. (Sum of blocks 11, 14, & 17)	18.	6

PART D: Derivative Classification Decisions

Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is already classified. This includes classification based on classification guides or other source documents. [Provide information only on derivative classification decisions contained in finished products for dissemination or retention, regardless of the media. Do not count reproductions or copies.]

19. Enter the number of derivative TOP SECRET classifications during the reporting period.	19	0
1. Enter the number of derivative SECRET classifications during the reporting period.	20.	0
21. Enter the number of derivative CONFIDENTIAL classifications during the reporting period.	21.	0
22. Total number of derivative classification decisions. (Sum of blocks 19, 20, & 21)	22.	0

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Enter the Fiscal Year that this report covers.

2008

Identify the Department, Independent agency or establishment that is covered by this report.

PART E: Mandatory Declassification Review Requests and Appeals

A "request" is an individual review request or appeal, regardless of the number of documents or pages to be reviewed as part of the request. Report only requests for your agency in which your agency is responsible for the final decision. Please provide an explanation in Part I below where the number of requests or appeals carried forward between reporting periods changes.

23. Enter the number of **requests** carried over from the previous reporting period.	23. 1
24. Enter the number of **new requests** received during the reporting period.	24. 0
25. Enter the number of **requests** carried over to the next reporting period.	25. 0
26. Enter the number of **appeals** carried over from the previous reporting period.	26. 0
27. Enter the number of **new appeals** received during the reporting period.	27. 0
28. Enter the number of **appeals** carried over to the next reporting period.	28. 0

PART F: Mandatory Declassification Review Decisions In Pages

29. Enter the number of **requested** pages that were declassified in full.	29. 0
30. Enter the number of **requested** pages that were declassified in part.	30. 0
31. Enter the number of **requested** pages that were denied declassification.	31. 0
32. **Total** number of requested pages acted on. (Sum of blocks 29, 30, and 31)	32. 0
33. Enter the number of **appealed** pages that were declassified in full.	33. 0
34. Enter the number of **appealed** pages that were declassified in part.	34. 0
35. Enter the number of **appealed** pages that were denied declassification.	35. 0
36. **Total** number of appealed pages acted on. (Sum of blocks 33, 34, & 35)	36. 0

PART G: Automatic Declassification and Systematic Review

37. Enter the number of pages reviewed during the reporting period that were subject to declassification under Sections 3.3 & 3.4, EO12958, as amended.	37. 280,000
38. Enter the number of pages declassified under Sections 3.3 & 3.4, EO 12958, as amended.	38. 26,501

PART H: Internal Agency Oversight

39. Enter the number of inspections, surveys, or program reviews, covering any aspect of the security classification program, completed during the reporting period.	39. 10
40. Enter the number of challenges processed by your agency to the classification of information believed to be improperly classified or unclassified. (See EO 12958 as amended, Section 1.8)	40. 0

PART I: Explanatory Comments

Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report.

1) USAID's efforts to reduce the number of OCA's from 17 to 4, remains a priority. This consideration is in its final stage of review/coordination and is expected to be adopted by the Agency in January 2009.

2) Item #37 - 2,924 pages subject to declassification under Sections 3.3 & 3.4, EO 12958, were referred to other agencies.

3) USAID developed and fielded an internet-based online security education training tool. This distance based-product was successfully tested and fielded to 10 of the Agency's (83) Overseas Missions in FY 2008. USAID expects to make this product available to all of its overseas operations in the coming years.

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TOTAL P.04

(b)(6)

USAID - Declass Numbers

From: <_____>
To: <Carolina.Palacios@nara.gov>
Date: 12/19/2008 1:07:53 PM
Subject: Question Regarding USAID SF311

Carolina-
   Per our conversation yesterday there are basically two reasons for the reduction in number of pages declassified by USAID:
   1) ISOO requested figures only for April through September - 1/2 of a fiscal year. The figures for the full fiscal year 2008 are 755,000 pages reviewed and 87,688 pages declassified.
   2) For some time USAID has only four WAE declassifiers, who work only one day per week. One of these four works devotes two of his four monthly work days to attending and writing notes on ERWG meetings and referrals to USAID by CIA.
   Don't hesitate to contact me if you have any further questions.
                                                        Donald
Finberg, Team Leader
**************One site keeps you connected to all your email: AOL Mail, Gmail, and Yahoo Mail. Try it now.
(http://www.aol.com/?optin=new-dp&icid=aolcom40vanity&ncid=emlcntaolcom00000025)

CC: <JPaskar@usaid.gov>

I case worked on -
but no decisions?

Asked Carolina to
contact USAID for
update/explanation.
on 11/26/08 .

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submissions must be unclassified and typewritten, and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

PART A: Identifying Information

1. Enter the **Fiscal Year** that this report covers.

2009

2. Identify the **Department, Independent agency or Establishment** that is covered by this report.

USAID

3. Enter the name, title, address, phone, fax, and email address of the **Senior Agency Official** (as defined in EO 12958, as amended, Section 5.4(d)) responsible for this report.

Randy Streufert, Director of Security, 1300 Pennsylvania Ave., N.W., Washington, DC 20523
Phone: 202-712-0990; Fax: 202-216-3802; Email: rstreufert@usaid.gov

4. Enter the name, title, phone, fax and email address for the **point-of-contact** responsible for answering questions about this report.

Jeff Denale, Division Chief, CTIS, 1300 Pennsylvania Ave., N.W., Washington, DC 20523
Phone: 202-712-0990; Fax: 202-216-3802; Email: jdenale@usaid.gov

PART B: Officials with Original Classification Authority

5. Enter the number of agency officials whose **highest level** of original classification authority is **TOP SECRET**.	**5.**	0
6. Enter the number of agency officials whose **highest level** of original classification authority is **SECRET**.	**6.**	4
7. Enter the number of agency officials whose **highest level** of original classification authority is **CONFIDENTIAL**.	**7.**	0
8. Total number of officials with original classification authority. (Sum of blocks 5, 6, & 7)	**8.**	4

↓13

PART C: Original Classification Decisions

Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) it was classified by an original classification authority; (2) the information is owned by, produced by or for, or is under the control of the United States Government; (3) it falls into at least one of the categories found in Section 1.4 of EO 12958, as amended; and, (4) unauthorized disclosure could reasonably be expected to result in damage to the national security. [Provide information only on classification decisions contained in finished products for dissemination or retention, regardless of the media. Do not count reproductions or copies.]

9. Enter the number of original **TOP SECRET** classification decisions made during the reporting period with **declassification instructions of 10 years or less**.	**9.**	0
10. Enter the number of original **TOP SECRET** classification decisions made during the reporting period with **declassification instructions ranging from over 10 years to 25 years**.	**10.**	0
11. Total number of **TOP SECRET** original classification decisions. (Sum of blocks 9 & 10)	**11.**	0
12. Enter the number of original **SECRET** classification decisions made during the reporting period with **declassification instructions of 10 years or less**.	**12.**	0
13. Enter the number of original **SECRET** classification decisions made during the reporting period with **declassification instructions ranging from over 10 years to 25 years**.	**13.**	0
14. Total number of **SECRET** original classification decisions. (Sum of blocks 12 & 13)	**14.**	0
15. Enter the number of original **CONFIDENTIAL** classification decisions made during the reporting period with **declassification instructions of 10 years or less**.	**15.**	1
16. Enter the number of original **CONFIDENTIAL** classification decisions made during the reporting period with **declassification instructions ranging from over 10 years to 25 years**.	**16.**	0
17. Total number of **CONFIDENTIAL** original classification decisions. (Sum of blocks 15 & 16)	**17.**	1
18. Total number of original classification decisions. (Sum of blocks 11, 14, & 17)	**18.**	1

↓5

PART D: Derivative Classification Decisions

Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is already classified. This includes classification based on classification guides or other source documents. [Provide information only on derivative classification decisions contained in finished products for dissemination or retention, regardless of the media. Do not count reproductions or copies.]

19. Enter the number of derivative **TOP SECRET** classifications during the reporting period.	**19**	0
20. Enter the number of derivative **SECRET** classifications during the reporting period.	**20.**	0
21. Enter the number of derivative **CONFIDENTIAL** classifications during the reporting period.	**21.**	0
22. Total number of derivative classification decisions. (Sum of blocks 19, 20, & 21)	**22.**	0

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Enter the Fiscal Year that this report covers.
2009
Identify the Department, Independent agency or establishment that is covered by this report.
USAID

PART E: Mandatory Declassification Review Requests and Appeals

A "request" is an individual review request or appeal, regardless of the number of documents or pages to be reviewed as part of the request. Report only requests for your agency in which your agency is responsible for the final decision. Please provide an explanation in Part I below where the number of requests or appeals carried forward between reporting periods changes.

23. Enter the number of **requests carried over** from the previous reporting period.	23. 0
24. Enter the number of **new requests** received during the reporting period.	24. 0
25. Enter the number of **requests carried over** to the next reporting period.	25. 0
26. Enter the number of **appeals carried over** from the previous reporting period.	26. 0
27. Enter the number of **new appeals** received during the reporting period.	27. 0
28. Enter the number of **appeals carried over** to the next reporting period.	28. 0

PART F: Mandatory Declassification Review Decisions in Pages

29. Enter the number of **requested pages** that were declassified in full.	29. 0
30. Enter the number of **requested pages** that were declassified in part.	30. 0
31. Enter the number of **requested pages** that were **denied** declassification.	31. 0
32. **Total** number of requested pages acted on. (Sum of blocks 29, 30, and 31)	32. 0
33. Enter the number of **appealed pages** that were declassified in full.	33. 0
34. Enter the number of **appealed pages** that were declassified in part.	34. 0
35. Enter the number of **appealed pages** that were **denied** declassification.	35. 0
36. **Total** number of appealed pages acted on. (Sum of blocks 33, 34, & 35)	36. 0

PART G: Automatic Declassification and Systematic Review

37. Enter the number of pages reviewed during the reporting period that were subject to declassification under Sections 3.3 & 3.4, EO12958, as amended.	37. 1,099,500
38. Enter the number of pages **declassified** under Sections 3.3 & 3.4, EO 12958, as amended.	38. 76,211

PART H: Internal Agency Oversight

39. Enter the number of inspections, surveys, or program reviews, covering any aspect of the security classification program, completed during the reporting period.	39. 15
40. Enter the number of challenges processed by your agency to the classification of information believed to be improperly classified or unclassified. (See EO 12958 as amended, Section 1.8)	40. 0

PART I: Explanatory Comments

Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report.

1) USAID has reduced the number of OCA's from 17 to 4.
2) Item #37 - 1,099,500 pages subject to declassification under Sections 3.3 & 3.4, EO 12958, were referred to other agencies.
3) USAID currently has a working draft of a classification guide, the final version is expected to be completed by April 30, 2010.
4) USAID is currently operating the online training program. Employees assigned to overseas Missions and USAID/W have the ability to access the training.
5) USAID Information Security Branch conducted 18 inspections for FY 09. During each inspection a sampling of classified documents were selected for review; the findings support the numbers reported in the report.

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USAID
FROM THE AMERICAN PEOPLE

November 23, 2010

William J. Bosanko, Director
Information Security Oversight Office
National Archives and Records Administration
700 Pennsylvania Avenue, NW
Washington, DC 20408

Dear Mr. Bosanko:

In recognition of ISOO's desire to account for classification actions in the electronic environment, the Office of Security (SEC) offers the following information: USAID currently maintains 119 ClassNet computer (PC) terminals in the USAID Headquarters (Ronald Reagan Building). These terminals are the Department of State's platform for accessing the Secure Internet Protocol Router Network (SIPRnet). The actual number of USAID personnel on the ClassNet system stands at over 690 users as many of the PC terminals are shared in specific offices or bureaus. USAID's ClassNet access is provided through the Department of State which maintains the servers, email, websites and other activities associated with the ClassNet. USAID does employ two full-time personnel that manage the installation and support of ClassNet terminals for USAID among their other duties.

USAID also maintains access to the Joint Worldwide Intelligence Communications System (JWICS) through a platform provided by the Office of the Director of National Intelligence (ODNI). There are currently 45 USAID users on the JWICS system that includes email. The servers, email, websites and other activities are managed by ODNI and other parts of the intelligence community, although USAID does provide a modicum of support in establishing new user accounts.

Due to the significant number of USAID users and their related actions on these classified systems, we are unable to provide a reasonable accounting of the classification actions as described in the new guidelines. An accounting along these lines would require a significant number of employees to re-open, re-read

and identify emails fitting the description. As emails are many times the exchange of information along the lines of a conversation, many are deleted and many contain multiple strings and multiple recipients and respondents, further complicating the assessments. If the ultimate goal of the reporting is to identify the resource implications of the activity on electronic media, USAID would offer that agencies' systems administrators would be in the best position to identify the costs associated with maintaining the classified platforms.

USAID's remaining Security Classification Management Program Data Report, SF 311 for Fiscal Year 2010 is enclosed pursuant to your request of August 3, 2010. Please contact Mr. Jeff Denale on (202) 712-1264, if you have questions regarding this report.

Sincerely,

(b)(6)

Randy Streufert
Director of Security

Enclosure: a/s

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submissions must be unclassified and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

PART A: IDENTIFYING INFORMATION

1. Enter the FISCAL YEAR this report covers.	2010
2. Enter the DEPARTMENT or AGENCY covered by this report.	USAID
3. Enter the name, title, address, phone, fax, and e-mail address of the SENIOR AGENCY OFFICIAL (as defined in E.O. 13526, section 5.4(d)).	Randy Streufert, Dir Security, 1300 Penn Ave NW, Washington, DC 20523, Phone: 202-712-0990 Fax: 202-216-3802 rstreufert@usaid.gov
4. Enter the name, title, phone, fax, and e-mail address for the POINT OF CONTACT responsible for answering questions about this report.	Jeff Denale, Division Chief, CTIS, 1300 Penn Ave NW, Washington, DC 20523, Phone: 202-712-0990 Fax: 202-216-3802 jdenale@usaid.gov

PART B: OFFICIALS WITH ORIGINAL CLASSIFICATION AUTHORITY

5. Enter the number of agency officials whose highest level of original classification authority is TOP SECRET.	0
6. Enter the number of agency officials whose highest level of original classification authority is SECRET.	4
7. Enter the number of agency officials whose highest level of original classification authority is CONFIDENTIAL.	0
8. Total number of officials with original classification authority. (Sum of blocks 5, 6, and 7)	4

PART C: ORIGINAL CLASSIFICATION DECISIONS

Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) it was classified by an original classification authority; (2) the information is owned by or for, or is under the control of the United States Government; (3) it falls into at least one of the categories found in section 1.4 of E.O. 13526; and (4) unauthorized disclosure could reasonably be expected to result in damage to the national security. (Provide information on all classification decisions, regardless of the media, including those documented and disseminated via e-mail. Do not count reproductions or copies.)

9. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions of **10 years or less.**	0
10. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions **ranging from over 10 years to 25 years.**	0
11. Total number of TOP SECRET original classification decisions. (Sum of blocks 9 and 10)	0
12. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions of **10 years or less**.	0
13. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions **ranging from over 10 years to 25 years.**	0
14. Total number of SECRET original classification decisions. (Sum of blocks 12 and 13)	0
15. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions of **10 years or less.**	0
16. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions **ranging from over 10 years to 25 years.**	0
17. Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 15 and 16)	0
18. Total number of original classification decisions. (Sum of blocks 11, 14, and 17)	0

PART D: DERIVATIVE CLASSIFICATION DECISIONS

Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is already classified. This includes classification based on classification guides or other source documents. (Provide information on all classification decisions, regardless of the media, including those documented and disseminated via e-mail. Do not count reproductions or copies.)

19. Enter the number of derivative TOP SECRET classification decisions during the reporting period.	0
20. Enter the number of derivative SECRET classification decisions during the reporting period.	0
21. Enter the number of derivative CONFIDENTIAL classification decisions during the reporting period.	0
22. Total number of derivative classification decisions. (Sum of blocks 19, 20, and 21)	0

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